

TOWN OF WILTON

BUDGET COMMITTEE

Location: Wilton Town Hall: Selectmen's Office
7:00 PM

FINAL MEETING MINUTES April 9, 2015

Members Present: Cary Hughes, Chair, Don Davidson, Vice Chair, Betsy Castro, Harry Dailey, Joyce Fisk, Caitlin Maki, Donna Pucciarello, Rick Swanson, Selectmen Rep., and Dawn Tuomala, Secretary

1. Chairman Hughes called the meeting to order at 7:00 PM.

Chairman Hughes thanked everyone for coming to the meeting.

2. Swearing in of Members – Elizabeth Castro and Dawn Tuomala were sworn in by Moderator William Keefe.

3. Review and Approval of February 4, 2015 Minutes

Changes: Page 1 line 10 after Cary Hughes add Chair, Don Davidson

Page 7 line 18 change savings to Capital Reserve Fund

Page 9 line 1 change whol to who

Page 10 line 26 after the word that add next year, the Town hall provide and delete "be provided".

Motion was made by Mr. Dailey to approve the minutes as amended: Seconded by Ms. Castro; 5 in favor; 1 abstained (Rick Swanson) motion passes.

4. Review of First Quarter Expenses

Mr. Dailey noted that the Highway Department has already over spent a number of items such as chains, motor oil and grease, salt and he has concerns that even though they are seasonal items that he will need some more before the end of the year.

There was an incredible cold spell during January, February and March which were all considered among the coldest on record. This also has increased the heating oil and many of the budgets have spent a lot in supplies.

When asked, Mr. Swanson stated that the Selectmen have not reviewed the budgets yet. There are many Towns that have received disaster relief aide since Hillsborough County was among many of the counties in NH that were declared a disaster. The Town needs to check into the possibility of applying for this aide. Chief Dick and Mr. Elliott have both applied for FEMA aide in the past.

Mr. Swanson stated that the Energy Committee met a week ago and the consultant recommended someone for insulation and one to do a possible heating system upgrade, so they will be making proposals. They are going to try to get Ms. Dillion back to help them further as the project progresses. There will be savings from the rebates they don't know how much that will be at this time.

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Chairman Hughes noted that there was an article in the Milford Cabinet about the elementary school becoming an emergency shelter. Mr. Dailey explained that the Fire Station will continue to be used as the Command Center but it is not set up to become the shelter. Years ago under the Homeland Security Grant, residential subpanels were put into the elementary school to serve as the shelter. If it actually had to be used for any period of time they might have become fried with the load. The elementary school is the best choice we have right now. There will now be a cost of \$12,500 to upgrade the panels. This will be a soft benefit to the school but the school will absorb some of the costs. The Town has agreed to come up with \$8,500 and it will be done right.

The question was asked about using the High School, but that is not possible since there is only one access in and out of the area and the building is owned by two Towns. Mr. Swanson stated that they are looking to find the money for the panels and they might be able to take it out of the building repair line.

5. Review of First Quarter Revenues

There is a new software program to help with the Revenues. The program was installed and ready for use on the first of February. January figures were absent from the initial report passed out, they have now been added. The Selectmen are still aggressively targeting those who owe taxes. Mr. Swanson stated if someone is still getting deeper in the hole they need to come in and speak with the Selectmen. They will also take monthly installments to help with the payments. Banks have been notorious, dragging their heels about paying past taxes.

The request was made by the committee that we would like to see numbers from previous years to make comparisons. Verify the difference between unredeemed taxes and uncollected taxes. It would be good to see if we have been chipping away at the uncollected debt from 5 years ago; at that time we were \$800,000 in the hole.

6. Other Business

a. Election of Officers –

Motion was made to nominate Dawn Tuomala as Secretary by Mr. Dailey seconded by Ms. Fisk; all in favor; motion passes unanimously.

Motion was made to nominate Cary Hughes as Chairman by Ms. Castro and seconded by Mr. Dailey; all in favor; motion passes unanimously.

Motion was made to nominate Don Davidson as Vice-Chairman was made by Mr. Dailey and seconded by Ms. Castro; all in favor; motion passes unanimously.

b. Next Budget Meeting Date – July 16th.

c. Mr. Dailey stated that he has been helping the Department Heads with the wage and salary scale. Pam Atwood, Chief Brent Hautanen, Steve Elliott and Gary Zirpolo are

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all on the committee. They have been making good progress and they will have something by the fall. It will not be a Collective Bargaining Agreement like they have at the School District since the Town cannot bind future boards unless it is voted by the entire population. Every position will have a pay grade in town. When they need to hire there will be a pay range in which they may hire within.

They are going to understand what employees get paid in surrounding towns. Mr. Dailey was surprised that there wasn't a job description for every position. The DPW is the most unique department in Town since many of the workers don't just work at one job they are apt to do a variety of different jobs on different pay grades. They will present the schedule to the Selectmen and also the Budget Committee. It will take a couple of years to iron out all of the issues.

- d. Mr. Swanson explained that the Selectmen are now considering creating a committee that will review proposed Capital Improvements Plan (CIP) such as how many fire trucks are actually needed verses the wants of the Department Heads. They will look at specific questions and they will do an equipment needs analysis. Another example would be the Library roof and other all of the other Town owned facilities.

There was discussion about the Planning Board having the jurisdiction over the CIP plan as per the RSA's. They will rename the committee so that it doesn't conflict. The information that is generated will be added to the existing CIP plan so that there is only one document. The School District has also done an evaluation and now have a CIP plan. The bottom lines will be added to the Town CIP so that there will be a complete picture of what will happen with the taxpayer dollars.

Ms. Fisk spoke of the changes that have occurred in the past changing from government parliamentary process to Roberts rules. She will bring in the notebook of laws that governed the Town and School. There was also discussion about the Sewer Department and Water Works don't have anyone overseeing them. If there is a major issue and 5 million dollars is put on the rate payers they won't be able to raise the rates enough to cover all of the costs.

The Water Commissioners decided that the School District will have to move the water meters from the manhole inside the building. This was a choice that was made after they began construction. This would have been better to have known up front because now there will be addition costs involved.

7. Adjournment

The next meeting will be the Public Hearing on July 14, 2015 at 7:00 PM in the Wilton Town Hall Court Room.

A motion was made to adjourn the meeting by Mr. Dailey and seconded by Mr. Davidson; all in favor. The Budget Committee was adjourned at 8:10 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary

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